

Federal Advisory Committee (FAC) Membership Balance Plan

Please read the [Federal Advisory Committee Membership Balance Plan Guidance](#) prior to completing this form

DEPARTMENT OF HOMELAND SECURITY
(1) FEDERAL ADVISORY COMMITTEE NAME <i>State the legal name of the FAC</i>
National Boating Safety Advisory Council (NBSAC)
(2) AUTHORITY <i>Identify the authority for establishing the FAC</i>
46 United States Code, Section 13110
(3) MISSION/FUNCTION <i>Describe the mission/function of the FAC</i>
NBSAC provides advice and recommendations to the Secretary, Department of Homeland Security (DHS) through the Commandant of the United States Coast Guard on matters relating to recreational boating safety.
(4) POINTS OF VIEW <i>Based on understanding the purpose of the FAC,</i> <i>(a) describe the process that will be used to ensure the committee is balanced, and identify the categories (e.g. individual expertise or represented interests) from which candidates will be considered;</i> <i>(b) consider indentifying an anticipated relative distribution of candidates across the categories; and</i> <i>(c) explain how a determination was made to appoint any individuals as Special Government Employees or Representative members</i>
As required by law, NBSAC is composed of 21 members who are appointed by and who serve at the pleasure of the Secretary of Homeland Security. Each member has particular expertise, knowledge, and experience regarding recreational boating safety. The membership of the Council consists of: (A) seven representatives of State officials responsible for State boating safety programs; (B) seven representatives of recreational vessel manufacturers and associated equipment manufacturers; and (C) seven representatives of national recreational boating organizations and from the general public, at least five of whom are representatives of national recreational boating organizations.
(5) OTHER BALANCE FACTORS <i>List any other factors your agency identifies as important in achieving a balanced FAC</i>
Other factors to be considered for Council membership include representation of different types of boating (paddlesports, sail, motorboating), as well as representation from different geographic regions of the country.
(6) CANDIDATE IDENTIFICATION PROCESS <i>Summarize the process intended to be used to identify candidates for the FAC, key resources expected to be tapped to identify candidates and the key persons (by position, not name) who will evaluate FAC balance. The summary should:</i> <i>(a) describe the process</i> <i>(b) identify the agency key staff involved (by position, not name)</i> <i>(c) briefly describe how FAC vacancies, if any, will be handled by the agency; and</i> <i>(d) state the membership term limit of FAC members, if applicable</i>

The ADFO will solicit candidate applications through a Notice published in the Federal Register every spring. The ADFO will develop a candidate list that will be evaluated by the Chief, Boating Safety Division (CG-5422) (for relevant technical expertise/experience), Chief, Office of Auxiliary & Boating Safety (CG-542) (for relevant technical expertise/experience), and the Group Committee Officer (for balance). A short list of the best qualified candidates for each membership category will be developed and discussed with the Director of Prevention Policy (CG-54). The resulting top candidates will be recommended to the Secretary of Homeland Security for appointment. Formal letters of appointment to serve on the Council will be extended by the Secretary. If any vacancies occur during the life of the Council, the ADFO will review the initial candidate list, identify the best qualified candidates to replace the lost point of view, and initiate the review process as described above. The Coast Guard will strive to fill Council vacancies no later than 6 months after the position is vacated. Council members will usually be appointed to a 3-year term, and typically serve two 3-year terms.

(7) SUBCOMMITTEE BALANCE

Subcommittees subject to FACA should either state that the process for determining FAC member balance on subcommittees is the same as the process for the parent FAC, or describe how it is different*

**This is relevant to those agencies that require their subcommittees to follow all FACA requirements.*

The process that will be used to determine advisory committee member balance for the parent Federal advisory committee will be used for any subcommittees that may be created.

(8) OTHER

Provide any additional information that supports the balance of the FAC

Not applicable.

(9) DATE PREPARED/UPDATED

Insert the actual date the Membership Balance Plan was initially prepared, along with the date(s) the Plan is updated

June 2, 2011.